

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, September 17, 2018 at 3:00 p.m.

Chairperson: Susan Way
Vice Chairperson: James J. Hart
Commissioner: Jerry Lundberg

Attending: Randy Screws, General Manager
Brent Winters, Operations Manager
Tracy Fantz, HR/Payroll Manager
Marty Grabill, Plant Manager
Michael Whitehead, IT Manager

Commissioner Way called the meeting to order at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No members of the public were in attendance

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of September 4, 2018
2. Approval of Special Board Meeting Minutes of September 10, 2018
3. Approval of Vouchers WSUD 27409 through #27440 in the amount of \$70,239.75
4. Approval of Vouchers SKWRF #15022 through #15043 in the amount of \$35,740.20
5. Approval of September 2018 Payroll in the amount of \$187,835.41

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Lundberg; motion approved 3-0.

BOARD DISCUSSION/ACTION

Resolution 768-18, Amending Water/Sewer Rates Policies and Procedures (RV Park ERU)

Commissioner Hart moved to approve Resolution 768-18. The motion was seconded by Commissioner Lundberg. A discussion followed and General Manager Screws will conduct additional research; no action was taken.

First Reading Resolution 769-18, Modifying Water/Sewer Rate Policies and Procedures (Leak Adjustment)

General Manager Screws reviewed our current leak adjustment policy and submitted new procedures for the Board's consideration.

Discussion: City of Port Orchard Utility Tax

General Manager Screws updated the Board on the City's desire to impose a utility tax on West Sound Utility District customers that live within the City limits. The Board will consider options including a possible franchise agreement with a set fee in lieu of a utility tax.

ATTORNEY'S REPORT

Not in attendance

PLANT OPERATIONS REPORT

Plant Manager Grabill reported on the status of the Centrifuge Replacement, Membrane Replacement and the Storage Building projects.

OPERATIONS MANAGER'S REPORT

Operations Manager Winters updated the Board on several CIP projects and will be coordinating a meeting with BHC Engineering to discuss the Well 16/17 Booster Pump Replacement project options.

IT MANAGER'S REPORT

IT Manager Whitehead advised the Commissioners he has accepted another position and his last day with West Sound Utility District will be October 12th. He will be working to promote a smooth transition during his last weeks.

HR/PAYROLL MANAGER'S REPORT

HR/Payroll Manager Fantz reported on the Department of Retirement Systems exit conference that was conducted on September 6th. It was a clean audit with no recommendations or findings.

GENERAL MANAGER'S REPORT:

General Manager Screws reported:

- Work is continuing on the annexations and we are not anticipating any issues in completing the process
- Is currently reviewing the NPDES Permit with Plant Manager Grabill
- Expects to have a salary and benefit survey completed by the end of October
- Commissioners should expect to see changes in the budget reports prepared for their review

COMMISSIONER REPORTS

Commissioner Hart attended the DRS exit conference on September 6th

EXECUTIVE SESSION

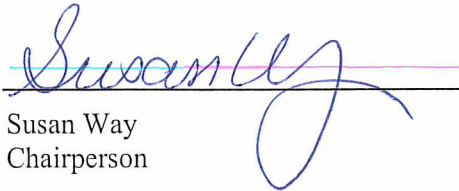
The Board went into a fifteen minute Executive Session with General Manager Screws, at 4:15p.m. to discuss personnel performance pursuant to WAC 42.30.110 (1)(g). The Board returned to regular session at 4:30 p.m.

EXECUTIVE SESSION CONTINUED

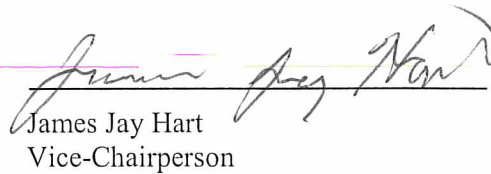
The Board of Commissioners extended the Executive Session for an additional five minutes. The Board returned to regular session at 4:35 p.m.

ADJOURN

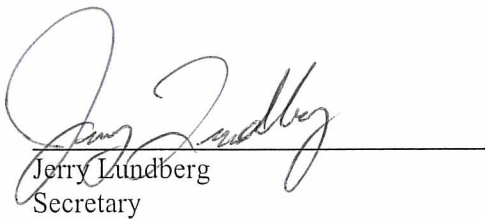
Commissioner Hart moved to adjourn the meeting at 4:35 p.m. The motion was seconded by Commissioner Lundberg; motion approved 3 to 0.



Susan Way
Chairperson



James Jay Hart
Vice-Chairperson



Jerry Lundberg
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
 SEPTEMBER 17, 2018 WEST SOUND UTILITY DISTRICT BOARD MEETING**

SEPTEMBER 2018	91925	SEWER OPERATIONS	61,349.36
	91926	WATER OPERATIONS	55,215.03
	91927	INFORMATION TECHNOLOGY	12,352.27
	91928	SKWRF	<u>58,918.75</u>
	GRAND TOTAL PAYROLL ALL FUNDS:		<u><u>187,835.41</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #27409 through #27440 issued 09/17/18 in the amount of \$70,239.75:

Fund 91924 - WTR/WW Rev & Res Bond Fund	0.00
Fund 91925 - Wastewater Operating Fund	8,619.35
Fund 91926 - Water Operating Fund	48,542.05
Fund 91927 - Information Technology Fund	3,676.94
Fund 91930 - Water Capital Improvement fund	9,401.41
Fund 91933 - Sewer Capital Improvement Fund	<u>0.00</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	70,239.75

SKWRF

SKWRF vouchers #15022 through #15043 issued 9/17/18 in the amount of \$35,740.20:

Fund 91928 - SKWRF Operating Fund	35,491.10
Fund 91931 - SKWRF Capital Improvement Fund	249.10
Fund 91932 - SKWRF ER&R	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	35,740.20

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>105,979.95</u></u>
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